

## **Simplified\* Steps for Enrollment into Air Force Culture and Language (AFCLC) Courses:**

- 1) Establish account / login to the AU Portal (pg 1)
- 2) Apply for admission to the Air Force Culture, Region and Language (AFCRL) program during a registration/enrollment window (pg 5)
- 3) Receive notification of application processing/enrollment directions message
- 4) Register for enrollment in a specific AFCLC course during a registration/enrollment window (pg 7)
- 5) Receive enrollment status notification message
- 6) Standby and Enrollment Confirmation (NO SHOW) Procedures (pg 9)
- 7) Ref: AFCLC Academic Calendar - Definitions

\*Review the following 9 pages for details!

## **Terms Defined:**

**Registration/Enrollment Window** – a window of time during which personnel can apply for admission to the AFCRL program and register for enrollment into a specific AFCLC course.

Please Note: Courses will only appear as an registration/enrollment option during their specific window. Otherwise, you will not see the course as a registration/enrollment option and cannot apply for a course outside of the registration/enrollment window.

Dates for specific courses and their registration/enrollment windows can be found at the AFCLC website:

<http://culture.af.mil/courses>

**Application for Admission** – process for determining the eligibility to participate in the AFCRL program.

**Acceptance** – indicates personnel have applied for and are eligible to participate in the AFCRL program.

**Application Processed** – indicates the system is ready to receive applicant's enrollment request.

**Registration for Enrollment** – a process for requesting to participate in a specific AFCLC course.

**Enrollment Request** – a deliberate request by an applicant to participate in a specific AFCLC course.

**Successful Enrollment** – indicates seats are available for applicants.

**Unsuccessful Enrollment** – indicates no more seats are available for applicants.

**Enrollment Notification** – Announcement of successful enrollment or option to standby.

**Enrollment Confirmation Deadline** – Date by which student must complete the pre-course activities.

**NO SHOW** –Enrolled student who does not complete the pre-course activities within the 1<sup>st</sup> week.

**STANDBY** – Unsuccessful enrollee who is 'standing by' to take the seat of a drop or NO SHOW.

## How to go directly to the Air University (AU) Portal:

AU Portal HOME PAGE link:

This will take you to the "AU Portal" home page, which says "Welcome to the AU Portal"

<https://auportal.maxwell.af.mil/auportal>

## How to login to the AU Portal:

Start at the AU Portal Login Page

If you have an existing user account

Click the "Log In" button under "CAC Login"

To create a user account,

In the "New User Account" section

Ensure the radio button is selected for "Use your Common Access Card (CAC)"

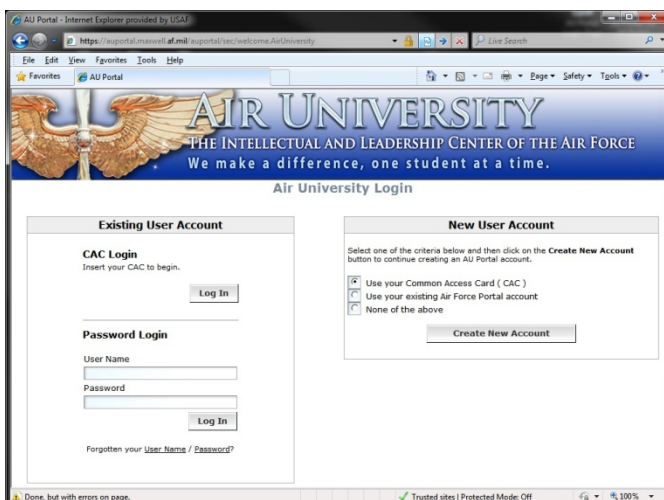
Click the "Create New Account" button and follow the directions

Once your account is created you will be returned to the "AU Portal" home page

After your AU Portal account is created you can confirm / update its information by:

Clicking on the "My Info", then select either "Account Info" or "Contact Info".

Where you can establish / change your AU Portal passwords, mailing or e-mail addresses, etc.



## Manual navigation to the AU Portal via the Air Force (AF) Portal:

Login to the AF Portal

In the "[Air Force Indexes A-Z](#)" panel on the right side of the page

Click on "[Applications](#)"

This will take you to the "[Applications A-Z](#)" page of the portal

In the "[Applications A-Z Index](#)" panel in the center of the page

Scroll down to and click on "[Air University Portal - AU Portal](#)"

This will take you to the "[AU Portal](#)" home page, which says "[Welcome to the AU Portal](#)"

In the "[Login to an Existing Account or Create a New Account](#)" section

Click on the button, which says "[Click here to login or create a new account](#)"

This will take you to the "[Air University Login](#)" page

Here you can log-in to an existing account using your CAC or a pre-established user name and password. You can also create a new user account.

## Critical Information about Your AU Portal Account:

### 1) AU Portal "User Name"

IS NOT necessarily the same as your "AF Portal User ID". Make sure to set your AU Portal "User Name" to what you want when you create your AU Portal account. You can set it to be exactly the same as your "AF Portal User ID" if you prefer. Remember, your AU Portal "User Name" will be used to create your Blackboard Username. So, record it for future use.

To find your AU Portal "User Name" go to the AU Portal home page.

In the navigation pane on the left side:

Click on the "[My Info](#)".

Then select "[Account Info](#)".

On the [Account Information](#) page you will find:

"[User Name](#)" (e.g. john.q.public)

and

"[AF Portal User ID](#)" (john.public)

At the bottom of the page, you will see your Blackboard (Bb) Username:

For example:

System / Username

blackboard / john.q.public.au

### 2) Notification E-mail Address

Be Accurate: The e-mail addresses you input in your AU Portal account will be used to send you all the enrollment process notifications. Ensure you input them correctly and double check they are current and accurate.

Have A Backup: Your AU Portal profile allows you to input 2 different e-mail addresses and select them both for notification. We recommend you do so to provide redundancy in case one of your addresses doesn't receive a message.

### 3) Mailing Address

We will use the mailing address in your AU Portal account to send your course completion certificate and official grade letter. Ensure it is accurate and up-to-date.

## How to apply for admission to the Air Force Culture, Region and Language (AFCRL) Program:

### 1) Start at the "AU Portal" home page

In the navigation panel on the left

Select "[Distance Learning](#)"

Select "[Culture & Language Center](#)"

Click on "[Apply](#)"

### 2) This will take you to the "[Apply for Admission](#)" page

In the "[Step 1](#)" section

Click on the [down arrow](#) in the "-- [Select a Curriculum](#) --" drop down box

Select the desired AF Course Number (e.g. [MAFCLC001](#), [MAFCLC002](#), [MAFCLC003](#), etc.)

It should look something like this:

[USAF Culture, Region and Language Program MAFCLC001 Intro to Culture, Interactive \(ITC Interactive\)](#)

[USAF Culture, Region and Language Program MAFCLC002 Intro to Culture, Flexible Schedule \(ITC Flex\)](#)

[USAF Culture, Region and Language Program MAFCLC003 Intro to Cross-Cultural Communication \(CCC\)](#)

### 3) This will take you to the "[Check for Eligibility](#)" page

In the "[Step 2](#)" section

If your personal data **is up-to-date** in the system you will see an "[Apply](#)" button

Click the "[Apply](#)" button

This will take you to the "[Application Received](#)" page

You will see a message on the page confirming your application submission

You will also receive an e-mail message announcing your application was received

You have successfully submitted an application, now go to Item "5)" below

If your personal data **is not up-to-date** you will see a message and a "[Next](#)" button instead

Click the "[Next](#)" button

This will take you to the "[Personal Information](#)" page

Ensure all blocks with bolded titles are filled in. You will not be able to proceed otherwise.

Please note: The e-mail address(es) you have marked "Use for Notification" on this page is where you will receive all e-mail notifications.

When you have completed all the items in the "Personal Information" page

Click the "Save" button at the bottom of the page

4) This will take you to the "Submit Application" page

In the "Step 3" section under "Confirm Application"

Click the "Submit Application" button

This will take you to the "Application Received" page

You will see a message on the page confirming your application submission

You will also receive an e-mail confirming your application submission

5) You have successfully submitted an application to the AFCRL program

We will review your application and notify you if you are accepted, denied, deferred or if additional information is required to complete our review.

When you receive a notification of acceptance you have met the criteria to participate in the AFCRL program.

When you receive a notification of application processing you must then go back to the AU Portal and register for enrollment (i.e. submit an enrollment application) in the specific course you desire.

The average "turnaround" time for application processing is 24 hours.

6) **Please note:** We will continue to accept applications until the Application Window has closed. However, once the course has filled up we will stop 'processing' applications.

## How to Register (Submit an Enrollment Request) for an AFCLC Course:

Please note: You will not be able to register until your application has been processed into the AFCLC program.

1) Start at the "[AU Portal](#)" home page, which says "[Welcome to the AU Portal](#)"

Select "[Distance Learning](#)"

Select "[Culture & Language Center](#)"

Click on "[Register](#)"

2) This will take you to the "[Register for a Course](#)" page

In the "[Step 1](#)" section

Click on the [down arrow](#) in the "-- [Select a Curriculum](#) --" drop down box

Select the desired AFCLC Course ID (e.g. [12AI](#) or [12BI](#), [12AF](#) or [12BF](#), [12AC](#) or [12BC](#), etc.)

If you previously applied for this AF Course Number (e.g. MAFCLC001):

**USAF Culture, Region and Language Program MAFCLC001 Intro to Culture, Interactive (ITC Interactive)**

You should select this:

[12AI](#) which means FY2012, "[A](#)" Fall Session, "[I](#)" Interactive ITC

[12BI](#) which means FY2012, "[B](#)" Spring Session, "[I](#)" Interactive ITC

And so on...

**USAF Culture, Region and Language Program MAFCLC002 Intro to Culture, Flexible Schedule (ITC Flex)**

[12AF](#) which means FY2012, "[A](#)" Fall Session, "[F](#)" Flexible Schedule ITC

[12BF](#) which means FY2012, "[B](#)" Spring Session, "[F](#)" Flexible Schedule ITC

**USAF Culture, Region and Language Program MAFCLC003 Intro to Cross-Cultural Communication (CCC)**

[12AC](#) which means FY2012, "[A](#)" Winter Session, "[C](#)" CCC Course

[12BC](#) which means FY2012, "[B](#)" Summer Session, "[C](#)" CCC Course

3) This will take you to the "[Submit Enrollment Application](#)" page

In the "[Step 2](#)" section

Click the "[Submit Request for Enrollment](#)" button

4) This will take you to the "[Registration Received](#)" page

You will see a message on the page confirming your registration submission

You will also receive an e-mail confirming your registration submission

5) You have now been accepted into the AFCRL program and registered for enrollment in an AFCLC course.

Applicants will **be prioritized according to enrollment submission date/time**. Those who submitted earlier will have priority over those who submitted later. Applicants will be enrolled in this order up to the number of seats available in the course.

Please note: To maximize opportunities for all Airmen, those who **are already enrolled in another AFCLC course**, which runs simultaneously, **will be given a lower priority** than those who are not enrolled in any other AFCLC course.

**You will receive a notification e-mail** announcing whether or not your enrollment request was successful. **If you were successful**, it will contain details on how to **determine your login Username**, when and where to login and how to **establish your login Password**.

**If you were unsuccessful**, it means there were not enough seats to allow your enrollment. However, there is still an possibility to participate, **see the "Standby Period" (NO SHOW) procedures** section below for more information.



## IMPORTANT: "Standby Period" (NO SHOW) Procedures

What if you are not successfully enrolled in the course?

You will receive an "Enrollment Unsuccessful" message, which will offer you the option to join a "Standby List" in case some of the students who enrolled successfully withdraw from the course or are NO SHOWs. **You must respond in the affirmative** to this offer to be included on the "Standby List".

The "Standby Period" runs until the end of the second week (14 days) after the class start date.

During the Standby Period you should be ready to respond quickly to an invitation to join the course and begin your studies. Invitations will include reply deadlines to ensure a maximum number of 'seats' will be filled with responsive students.

## IMPORTANT: "Enrollment Confirmation" (NO SHOW) Procedures

If you are successfully enrolled in a course you **MUST** login to the Blackboard LMS, access the course and **complete ALL** the **pre-course events** by the Enrollment Confirmation Date, which is day 7 of the academic session. If you have not completed these items by the end of the first week of the academic session, you will be considered an enrollment NO SHOW. Consequently, you may be removed from the course so that someone from the Standby List can participate instead.

**Note:** Don't worry! You don't need any advanced preparation for the pre-course events. As program evaluation tools they are a requirement to participate, but they are **not part of your grade**.

### AFCLC Academic Calendar Date Definitions\*

Event	Description
Application Window Opens	First Day to Submit Your Application
Registration / Enrollment Window Opens	First Day to Submit Your Enrollment Request
Class Begins	First Day you can Access the Course
Enrollment Confirmation Deadline	Last Day to Complete Pre-Course Activities or Risk Being Dropped
NO SHOW/Standby Period Ends	Last Day to we will Drop No Shows & Add Standbys
Class Ends	Last Day to Submit All Course Work or be Incomplete

\*See the separate AFCLC Academic Calendar downloadable file on the "Course Information" pages on our website for the specific dates for each class/session. <http://culture.af.mil/courses>